

1743 Keeping and Destroying Records
NIH Records Control Schedule

8100 Audiovisual Records

This section covers audiovisual and related documentation created by or for NIH, as well as those acquired in the course of agency business. Audiovisual records include still and motion picture photography, graphic materials, and sound video recordings. Related documentation includes: (1) production files or other records documenting the creation, justification, ownership and rights to audiovisual records and (2) finding aids used to identify or access the records.

EXCLUDED from this section are

- (1) Videotapes of medical research procedures in the Clinical Center (See section 3000-A).
- (2) Audiovisual materials included in records of basic experimental and statistical data (See item 3000-G-3).
- (3) Audiovisual records included in project files, case files, reports or any other records series in this schedule. (Follow disposition applicable to the series).
- (4) Microfilm or microfiche of any record series described in another section of this schedule (Follow disposition applicable to the series).
- (5) Photographic negatives created or used in production of publications (These are non-record materials).
- (6) Administrative records of audiovisual service units (See item 1100-M-2).
- (7) Records of training in audiovisual technology (See section 2300-410 or 8000-G).

A. Audiovisual Service Units

This section covers files of NIH organizations which provide audiovisual services to programs and administrative offices. Audiovisual services include inception, production and distribution of audiovisual materials.

EXCLUDED from this section are

- (1) Records of audiovisual research;
- (2) Records of the Medical Arts and Photography Branch (See section 3000-A).

8100-A-1 Historically significant Audio-visual materials: motion pictures, slides, still pictures, film strips, video or sound recordings which in the joint opinion of the NIH Records

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Management Officer and the appropriate IC information officer, provide documentation of the organization functions, policies, procedures and essential transactions of NIH or one of its component organizations; or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form; or document events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. They involve mainly (1) significant events in the history of NIH, (2) depiction of research procedures and results and (3) information for the public on the function of NIH and disease prevention.

a. Still pictures including:

1. Black and white photography - the original negative and a captioned print.
2. Color photography - the original color transparency or color negative, a captioned print, and an inter-negative if one is available.
3. Other still pictorial records - the original and a reference print of each.

Disposition: PERMANENT. Break file every 5 years. Offer to National Archives and Records Service when no longer needed for administrative use or when 10 years old.

b. Motion pictures:

1. NIH-sponsored films intended for distribution - the original plus separate optical sound tracks, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print.
2. Films produced by or for an agency that is intended for internal staff use - the original negative or color original plus sound and a projection print.
3. Films acquired by an agency - two projection prints.
4. Unedited out takes and trims, the discards of film productions, which have been appropriately arranged, labeled, and described - the original negative or color original and a work print.

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5. Films resulting from a visual or electronic transfer of video recordings.

Disposition: PERMANENT. Offer to National Archives when no longer needed for administrative use or when 5 years old.

c. Sound recordings on tapes or discs.

1. Conventional mass-produced, multiple-copy disc recordings - the master tape, matrix or stamper, and one disc pressing.
2. Magnetic audio tape recordings (reel-to-reel, cassette, or the earliest generation of each recording and a "dubbing" if one exists).

Disposition: PERMANENT. Offer to National Archives when no longer needed for administrative use or when 5 years old.

d. Video recording.

Disposition: PERMANENT. Offer to National Archives when no longer needed for administrative purposes or when 5 years old.

8100-A-2 Audiovisual records not having historical significance as described in 8000-A-1, and not covered by any other item in this section.

Disposition: Destroy when no longer needed for administrative use. If applicable, destroy in accordance with regulations governing salvaged film.

8100-A-3 Documentary materials in any form which are necessary or helpful for the proper identification, retrieval and use of audiovisual records, such as shelf lists, review sheets, catalogs or computer-compatible documentation.

Disposition: Destroy or transfer to the National Archives as permanent records together with the related audiovisual records.

8100-A-4 Production Files or similar files which include production contracts, script, transcripts and related documents.

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Disposition: Either destroy or transfer to the National Archives as permanent records together with related audiovisual materials.

B. Still Photography

8100-B-1 Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.

Disposition: Destroy when one year old.

8100-B-2 Personnel identification or passport photographs.

Disposition: Destroy when five years old.

8100-B-3 Internal personnel and administrative training filmstrips and slide programs that do not reflect the mission of the agency.

Disposition: Destroy one year after completion of training program.

8100-B-4 Other photographs used for special events, publications, news conferences, and the like.

Located in NLM; CIT; CC, Office of Clinical Reports and Inquiries.

Disposition: Destroy when superseded or when no longer needed for programs or activities.

8100-B-5 Official portraits of senior agency officials.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-B-6 All other still photographic files not described elsewhere in this schedule, whether black-and-white, color negative large-format or transparency, slide or filmstrip.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-B-7 Duplicates of items 8100-B-1 through B-3. For items 8100-B-5 and B-6 duplicates in

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addition to the copies required to be retained.*

Disposition: Destroy when no longer needed.

*For black-and-white and color negative photography, retain the original negative, a captioned print, and for color negative photography, a duplicate negative if one exists. For color transparency and slide photography retain the original and a duplicate. For slide sets and film strips and accompanying audio recordings or scripts, retain 2 copies.

C. Graphic Arts

8100-C-1 View graphs.

Disposition: Destroy 1 year after use.

8100-C-2 Routine art work for handbills, flyers, posters, letterhead and other graphics.

Disposition: Destroy when no longer needed for publication or reprinting.

8100-C-3 Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.

Disposition: Destroy when no longer needed for publication or reprinting.

8100-C-4 Line copies of graphs and charts.

Disposition: Destroy when no longer needed for publication or reprinting.

8100-C-5 Other Art work used for special events, publications, press releases and the like.

Located in NLM; CIT; CC, Office of Clinical Reports and Inquiries.

Disposition: Destroy when superseded or when no longer needed for programs or activities.

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8100-C-6 Posters distributed agency-wide or to the public.

Disposition: DISPOSAL NOT AUTHORIZED. Retain 2 copies.

8100-C-7 Original art work of unusual or outstanding merit.

Disposition: DISPOSAL NOT AUTHORIZED. Retain original and a photographic copy, if one exists.

D. Motion Pictures

8100-D-1 Films for personnel and management training, acquired from outside sources.

Disposition: Destroy 1 year after completion of training program.

8100-D-2 Films for personnel entertainment and recreation, acquired from outside sources.

Disposition: Destroy when no longer needed.

8100-D-3 Routine surveillance footage.

Disposition: Destroy when 6 months old.

8100-D-4 Routine scientific, medical or engineering footage.

Disposition: Destroy when 2 years old.

*For items 8100-D-5 through 8100-D-11, which are not authorized for disposal, the following elements must be retained:

- (a) Agency-sponsored films: the original negative or color original plus separate sound track, an intermediate master positive or duplicative negative plus optical sound track, and a sound projection print or a video recording;
- (b) Acquired films: two projection prints or one projection print and video recording;
- (c) Unedited footage: the original negative or color original, work print, and an

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intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described.

8100-D-5 Agency-sponsored films intended for public distribution, including informational, educational, and recruiting films.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-D-6 Agency-sponsored television news releases and information reports.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-D-7 Agency-sponsored television public service (or "spot") announcements.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-D-8 Agency-sponsored training films that explain agency functions or activities intended for internal or external distribution.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-D-9 Films produced under grant that are submitted to NIH.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-D-10 Films that document or are used to carry out agency programs, acquired from outside sources.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-D-11 Documentary footage, except as described in item 8100-D-3 and 4, shot for research and development, fact finding or other studies.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-D-12 Stock footage, out takes and trims created during the course of an agency-sponsored production.

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Disposition: Offer immediately for deposit in the Stock Film Library, Special Archives Division, National Archives.

8100-D-13 Duplicate prints and pre-print elements of all series in 8100-D, except items 8100-D-5 through 8100-D-11. For those items, duplicates in addition to those copies required to be retained.*

Disposition: Destroy when no longer needed.

E. Video Recordings

8100-E-1 Programs for personnel and management training, acquired from outside sources

Disposition: Destroy one year after completion of training program.

8100-E-2 Programs for personnel entertainment and recreation, acquired from outside sources.

Disposition: Destroy when no longer needed.

8100-E-3 Rehearsal or practice tapes.

Disposition: Destroy immediately.

8100-E-4 Internal personnel and administrative training programs that do not reflect the mission of the agency, including "role-play" sessions, management and supervisory instruction, etc.

Disposition: Destroy one year after completion of training program.

8100-E-5 Routine surveillance recordings.

Disposition: Destroy when 6 months old.

8100-E-6 Routine scientific, medical or engineering recordings.

Disposition: Destroy when two years old.

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8100-E-7 Recordings that document routine meetings and award presentations.

Disposition: Destroy when 2 years old.

*For items 8100-E-8 to E-17, retain the original or earliest generation of recording, and a dubbing if one exists.

8100-E-8 Agency-sponsored video productions intended for public distribution, including informational, educational, and recruiting productions.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-9 Agency-sponsored television news releases or information reports.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-10 Agency-sponsored television public service (or "spot") announcements.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-11 Agency-sponsored training programs that explain agency functions or activities (other than those identified in item 8100-E-4) intended for internal or external distribution.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-12 Internal management news or information programs.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-13 Recording of public meetings or speeches, agency-sponsored conferences, guest speakers, testimony of agency officials before Congress and at other hearings.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-14 Programs produced under grant that are submitted to NIH.

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Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-15 Programs that document or are used to carry out agency programs, acquired from outside sources.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-16 Media appearances by top agency officials.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-17 Documentary recordings made for research and development, fact finding or other studies, except as described in items 8100-E-5 to E-7 and 8100-E-18.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-E-18 Duplicate dubbings and pre-mix elements for all series in 8100-E, except items 8100-E-8 to E-17. For those items, duplicates in excess of those required to be retained.*

Disposition: Destroy when no longer needed.

F. Sound Recordings

8100-F-1 Recordings of meetings made exclusively for note taking or transcription.

Disposition: Destroy immediately after use.

8100-F-2 Dictation belts or tapes.

Disposition: Destroy immediately after use.

8100-F-3 Pre-mix sound elements created during the course of a motion picture, television or radio production.

Disposition: Destroy immediately after use.

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8100-F-4 Library sound recordings (e.g., effects, music).

Disposition: Destroy when no longer needed.

8100-F-5 Daily or spot news recordings available to local radio stations on a call-in basis.

Disposition: Destroy when six months old or when no longer needed.

*Retain the following copies:

- (a) Conventional mass-produced, multiple-copy disc recordings: the master tape, matrix or stamper, and one disc pressing.
- (b) Magnetic audio tape recordings (reel-to-reel, cassette or cartridge): the original or earliest generation of each recording, and a dubbing, if one exists.

8100-F-6 Agency-sponsored radio programs intended for public broadcast.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-7 Agency-sponsored radio news releases and information programs.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-8 Agency-sponsored radio public service (or "spot") announcements.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-9 Internal management news or information programs.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-10 Recording of public meetings of speeches, agency-sponsored conferences, guest speakers, testimony of agency officials before Congress and at other hearings.

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Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-11 Oral history collections.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-12 Recordings or programs produced under grant that are submitted to NIH.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-13 Recording or programs that document or are used to carry out agency programs,
acquired from outside sources.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-14 Media appearances by top agency officials.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-15 Documentary recordings made for fact-finding or other studies.

Disposition: DISPOSAL NOT AUTHORIZED.*

8100-F-16 Duplicate dubbings of 8100-F-1 to F-5, and duplicates in addition to those required to
be retained for items 8100-F-6 to F-15.*

G. Documentation of Audiovisual Records

8100-G-1 Production files or similar files that document origin, development, acquisition, use and
ownership; (May include scripts, contracts, transcripts, releases, etc.)

Disposition: Dispose of according to instructions covering the related audiovisual
records.

8100-G-2 Finding aids for identification, retrieval or use. (May include indexes, catalogs, shelf
lists, log books, caption sheets, shot lists, continuities, etc. and may be in text, card,

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microform or machine-readable format.)

Disposition: Dispose of according to instructions covering the related audiovisual records.